

The Housing Authority of the Town of Bethel

25 Reynolds Ridge, Bethel, Connecticut 06810

August 10, 2016 at 4:00pm

Community Room #25

Regular Meeting

MINUTES

CALL TO ORDER 4:00

ROLL CALL

Gail Slifkin – Chairman, Beth Cavagne -Vice President (arrived late), Linda Ryan – Treasurer, Claudia Stephan (arrived late), Diane Stevenson - Tenant Commissioner, Stacey Olszewski – NP Records & Management
Guest - Kim Pietroraz – Tovah (arrived late)

RECEIVED

2016 AUG 12 P 3 31

TOWN OF BETHEL
TOWN CLERK

MINUTES

Approval of Regular Meeting Minutes of July 13, 2016 Motion to accept, Diane Stevenson seconded, Linda Ryan. All in Favor

Approval of Special Meeting Minutes of July 26, 2016 Motion to accept, Diane Stevenson seconded, Linda Ryan. All in Favor

CITIZEN INPUT

Jay Ofiero recommended we take down the "Smoke Free Community" sign at the entrance, residents are violating the policy. Asked for designated areas for smokers. There was a discussion as to getting specifics of violations and that the designated areas are the ones presented by the RRRA they will also be attached to the new rules and policies. Jay Ofiero also reported that he has seen people staying late or overnight in the Community Room #25. The discussion led to a procedure of reviewing security tapes. Doreen Thomas asked the policy for parking a Scooter or Moped, it will be reviewed by Management. Earl Reeve brought up there are rocks falling from the side banks of the exit going to Judd Road. There was discussion of the intended use of the back road (Emergency Vehicles only) as well as how to address the issue. Options will be addressed at the next meeting.

REYNOLDS RIDGE RESIDENTS ASSOCIATION REPORT

Kim Pietrorazio presented to the board a Resident on Resident Harassment Policy, Code of Ethics Policy and Code of Ethics Policy Agreement for RRRA Board Members.

August 10, 2016 report. Jay Ofiero and Carol Mitchell have resigned as of July 14, 2016. The RRRA election process was reviewed. Meet the nominees, September 1, 2016, Community Room #58. The election, September 20, 2016 from 11:00-3:00 in Community Room #25. The Resident Association has drafted an Ethics Policy Statement and Agreement to be voted on at the September Meeting. A Resident on Resident Harassment policy drafted to be considered by the Board of Commissioners and be adopted at the September meeting. Thank you to the board for approving the Resident Participation Plan. The Association expresses its appreciation for scheduling a Special Meeting to approve the majority of the requested revisions on the Rules and Policies. Verification of who has access to a master key in the event of an emergency is requested.

REPORTS

Chairman's Report

- CDBG I & II Update – Chairman Gail Slifkin met with Larry Wagner, Phyllis Kransky and Quisenberry Architects. The bids for CDBG I came in over the budget. Motion to reject the bids, Gail Slifkin, Seconded, Linda Ryan. All in Favor.
A vote to put the work out to bid again. Motion to accept, Diane Stevenson. Seconded Linda Ryan. All in favor. Gail Slifkin went over possibilities as to why we didn't get CDBG Grant II.

- Tenant/Office Hours – Management reiterated that they are available by appointment or 24/7 via phone in addition to being onsite.
- Policy for Payment of Contractors w/ Reasonable Accommodations – Beth Cavagna presented a policy. Motion to accept, Beth Cavagna. Seconded, Linda Ryan. All in Favor
- Procedure for checks - Linda Ryan would like to get on a schedule of signing checks once a month at the board meeting. Management will look to see if that is feasible. All checks must be signed by Treasurer and second authorized Board Member.
- Reasonable Accommodations for Unit #77 (handicapped bathroom) Approved. Motion to accept Beth Cavagna, Seconded, Linda Ryan. All in Favor.
- When a decision is made to rehab an apartment the tenant must give access to the apartment with 30 days notice or before if the tenant approves.

Phineas Park Management Report

- Unit # 12 2 BR Vacant potential Showing August 6, 2016
- Unit # 14 2 BR Vacant Apps being reviewed
- Unit # 4 rented 8/1/2016
- Waitlist 1BR 113 - 2BR 14

Reynolds Ridge Management Report

- Policies and Procedures with the changes of July 26, 2016 will be finalized for September Meeting. Lockout Procedures modified, Comfort Animal and fees discussed
- Parking Audit complete, tags being distributed. Management will monitor the parking lot for cars in violation.
- Visitor Parking Signs have arrived and will be distributed next week.
- 6 Picnic Benches have been ordered.
- Landscaping concerns from tenants have increased. Please inform Management of any issues for review.
- Audits from Studley & White presented to Commissioners Packet
- Quarterly Financial Reports in Commissioners Packet
- REAC Inspection the end of August.
- Reiterate Communication with Management critical for a clean line of communication.
- **RRRA Report Response** - White Pines will be taken down at some point. Picnic Tables will be arranged with the arrival of the new tables. Lockout Fee modification (see above) Management will be working with residents to remove non-working cars.
- Wait List closed closed - E 133 One Vacancy #30, E 166 One vacancy #71, People on Waitlist - E133 / 95 applicants, E166 / 93 Applicants, Rose Ambrosino #38 and Linda Newby #41 have passed. Will review applicants. Board requested an updated waitlist for September meeting

TREASURERS REPORT– To be submitted to Board via email and at The September meeting.

OLD BUSINESS

166 Leases

Bank Statements

Adjourned 6:00

Motion to Accept, Gail Slifkin. Seconded Linda Ryan. All in favor.

Submitted By



Stacey Olszewski - NP Rentals and Management